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USIB-D-39, 3/3
6 October 1961

UNITED STATES INTELLIGENCE BOARD

MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT: Third Annual Report of the Committee on Documentation

The attached annual report of the Committee on Documentation,

which is forwarded for review, will be placed on the agenda of an

early USIB meeting for noting.

Executive Secretary

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Attachment

Noted by USIB
(USIB-M-180, item 4)

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S-E-C-R-E-T

CODIB-AR-3
30 June 1961

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Third Annual Report

Authorization

The USIB Committee on Documentation (CODIB) operates under DCID 1/4 (New Series) dated 26 June 1959.

Scope

This report covers CODIB activities during fiscal year 1961 in promoting means by which the intelligence community can best use available information of intelligence value. Following last year's pattern, the main report deals with activities and problems of general concern or interest. A list of CODIB documents issued during the reporting period is attached as Appendix "A". Developments in information handling within individual member agencies are reported in Appendix "B", distributed as a supplement to this report.

Activities

CODIB held nine formal meetings and issued 53 staff papers during the year. Subcommittees and Working Groups held 19 meetings; five such sub-units currently exist (dealing with classification /indexing, cataloging, coding/,

remote systems input, common information report and name-check formats,

and emergency planning), and four others were dissolved during this reporting

period (mechanical translation, facsimile service, biographic "black and white"

lists, information systems compatibility - see discussion below). Briefings or

demonstrations given or attended by CODIB members numbered 16, including

a 10 day field trip to the West Coast to visit 11 equipment manufacturers or

systems planning organizations and two military establishments, * and a two

day field trip to the Boston-area to visit four others. ** In Washington, pre-

sentations were given by IBM, RCA, Haloid-Xerox, and National Cash Register;

Verner Clapp, CODIB consultant and President, Council on Library Resources,

Dr. Burton Adkinson of the National Science Foundation, and Dr. Samuel

Alexander, CODIB Technical Advisor from the National Bureau of Standards,

briefed CODIB on some of their organizations' projects; a tour was taken of

the new State Department library; and the Navy and NSA members briefed the

Committee on certain of their agency's activities. In addition, individual

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* Friden, Inc.; Ampex; Stanford Research Institute; IBM (San Jose); Systems
Development Corp.; RAND; Ramo-Wooldridge; Benson-Lehner; Magnavox
FMA, Inc.; Aeronutronic Systems Inc.; Navy Electronics Lab.; U.S. Army
Electronic Proving Ground.

** Lincoln Laboratory/MIT; Information Technical Laboratories (ITEK);
Technical Operations, Inc.; and The MITRE Corporation.

CODIB members attended the SAC Headquarters 438L Technical Conference and subsequent output demonstration and attended the monthly progress-report meetings in the Pentagon and at NSA.

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Summary

Looking back at the four major topics requiring CODIB emphasis listed in

our FY 61 Program (CODIB-D-5/3), that of 1) informing members was well

carried out; 2) improving existing individual systems was confined principally

to training in the use of the revised ISC, with classes conducted in CIA or

with CIA personnel detailed temporarily in ONI, in USAFE, and at SAC Head-

quarters. Dissemination practices were not specifically tackled but will be

studied under the community investigation; 3) improving existing interdepart-

mental operations followed an up and down pattern with partial success in

obtaining inauguration of the revised ISC, slow though still steady progress

toward adoption of the common report format, no progress in standardizing

name-check formats, and with much room for improvement on these and other

subjects of common interest; and 4) forward planning was the major accomplishment

of this reporting period, taking the form of the approved community study plan (USIB-D-39.7/1; CODIB-D-82/9).

Outlook

The need for delegation of responsibilities in information processing on a Community basis to assign the proper importance to this link between collection and production in the intelligence cycle remains as basic today as when stated in the "Over-All Problem and Outlook" section of last year's report (pgs. 15-18). There is undoubtedly a greater awareness of this fact today on the senior management levels because of 1) the needs of commanders and policy makers for faster retrieval and greater manipulation of information in this missile age; 2) the steadily increasing volume of the information received; 3) the considerable cost of independent departmental solutions to systems design problems; 4) the obvious illogic in the face of such volume and retrieval speed requirements for each agency to process separately but essentially in duplicative fashion, the same incoming information.

We expect (or more accurately we very much hope) that the community study will point us in the right direction.

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Chairman

Appendix "A": Checklist of Documents Issued
             in FY 1961
Appendix "B": Information Processing Programs in
             USIB Member Agencies (distributed
             separately)

C-O-N-F-I-D-E-N-T-I-A-L

CODIB-AR-3
Appendix A
30 June 1961

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Checklist of Documents Issued in FY 1961

CODIB-D-5/2 2 September 1960	CODIB Program for Fiscal Year 1961
CODIB-D-5/3 8 November 1960	CODIB Program for Fiscal Year 1961 (Final)
CODIB-D-26/1 5 May 1960 (re-issued)	The Coordinated Development of Compatible Intelligence Referencing Systems
CODIB-D-36/2 12 June 1961	Revision Procedure for the ISC
CODIB-D-48/2 3 August 1960	Present Membership
CODIB-D-57/1 5 July 1960	Disposition of Radio Stations Branch Files
CODIB-D-59 5 July 1960	Report by Herner & Company on Compatibility in Information Processing within the Intelligence Community
CODIB-D-60 1 August 1960	Standardization of Name-Check Form for Use by All U.S. Agencies
CODIB-D-61 2 August 1960 (Limited Distribution)	USIB Annual Report to the NSC

C-O-N-F-I-D-E-N-T-I-A-L

CODIB-D-62
11 August 1960

CODIB Visit to the David Taylor Model Basin

CODIB-D-63
31 August 1960

Inter-Agency Communication Links

CODIB-D-64
9 September 1960

Haloid-Xerox, Inc. PROXI Demonstration

CODIB-D-64/1
21 September 1960

Haloid-Xerox, Inc. PROXI Demonstration

CODIB-D-65
23 September 1960

Summary of SAC 438L Conference

CODIB-D-66
26 September 1960

Revision of DCID on Control and Use of
Intelligence and Intelligence Information

CODIB-D-67
5 October 1960

CODIB West Coast Field Trip

CODIB-D-67/1
2 November 1960

CODIB West Coast Field Trip

CODIB-D-67/2
28 November 1960

CODIB West Coast Field Trip (Summary
Report)

CODIB-D-68
31 October 1960

Chilean Request for USIB-Sponsored
Document

CODIB-D-69
5 December 1960

Intelligence Community Systems Study

CODIB-D-70
2 December 1960

Inventory of Community Files on Foreign
Institutes, Laboratories, Universities,
Schools or Similar Scientific, Technical
or Educational Organizations

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CODIB-D-70/1
20 June 1961

Inventory of Community Files on Foreign Institutes, Laboratories, Universities, Schools or Similar Scientific, Technical or Educational Organizations (Summary and Recommendations)

CODIB-D-71
14 December 1960

IBM Demonstration: Magnetic Tape-Producing Typewriter

CODIB-D-71/1
4 January 1961

IBM Demonstration: Magnetic Tape-Producing Typewriter

CODIB-D-71/2
13 January 1961

IBM Literature: Message Composing Typewriter

CODIB-D-72
16 January 1961

RCA Video File Presentation

CODIB-D-73
27 January 1961

CODIB Progress Report

CODIB-D-73/1
6 February 1961

CODIB Progress Report

CODIB-D-73/2
28 February 1961

CODIB Progress Report (Final)

CODIB-D-74
27 January 1961

National Cash Register Presentation

CODIB-D-75
30 January 1961

Disposition of Inactive Intelligence Reference Collections

CODIB-D-76
1 February 1961

CODIB Emergency Planning

CODIB-D-77
2 March 1961

CODIB Response to Draft #11 Revised DCID 11/2

C-O-N-F-I-D-E-N-T-I-A-L

CODIB-D-77/1 23 March 1961	CODIB Response to Draft #11 Revised DCID 11/2 (Second Draft)
CODIB-D-78 7 March 1961	Common Format and Related Problems Involving Foreign Service Reporting
CODIB-D-79 14 March 1961	The Office of Central Reference (OCR) Method of Evaluation of Systems Proposals
CODIB-D-80 16 March 1961 (Limited Distribution)	Recommendation No. 42 of the Joint Study Group Report on Foreign Intelligence Activities of the U.S. Government
CODIB-D-81 31 March 1961	Community Systems Survey
CODIB-D-82 7 April 1961	Study of USIB Information Processing Activities
CODIB-D-82/1 17 April 1961 (Limited Distribution)	Study of USIB Information Processing Activities
CODIB-D-82/2 4 May 1961 (Limited Distribution)	Study of USIB Information Processing Activities: Idea Series
CODIB-D-82/3 11 May 1961	USIB Information Processing Survey
CODIB-D-82/4 17 May 1961	Terms of Reference for Study of USIB Information Processing Problems
CODIB-D-82/5 1 June 1961	Study of USIB Information Processing Activities
CODIB-D-82/6 1 June 1961 (Limited Distribution)	Study of USIB Information Processing Activities

CODIB-D-83 1 May 1961	CODIB Boston-area Field Trip
CODIB-D-83/1 7 June 1961	CODIB Boston-area Field Trip (Summary Report)
CODIB-D-84 15 May 1961	Curtailment of CIA Support to Library of Congress Indexes
CODIB-D-84/1 1 June 1961	Curtailment of CIA Support to Library of Congress Indexes
CODIB-D-85 19 May 1961	Report of the Working Group on Remote Systems Input
CODIB-D-85/1 9 June 1961 (Limited Distribution)	Machine-Language Producing Typewriter for Overseas Installations
CODIB-D-85/2 16 June 1961	Machine-Language Producting Typewriter for Overseas Installations
CODIB-D-86 27 June 1961	Biographic Intelligence Service

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